

## General Information

Murray City requires that a valid business license be held by anyone conducting business within Murray City. "Business" means and includes every craft, trade, occupation, profession or activity pursued for gain or profit excluding, however, services rendered by an employer.

Non-profit, charitable, governmental, insurance agencies and real estate agents are also required to obtain a business license although they may be exempt from license fees.

Each business location will need a separate license. Temporary businesses and seasonal businesses are also required to obtain licenses and permits.

Licenses are not transferable from address to address, or from owner to owner. Any change of location, ownership, or corporate information requires a new application to be submitted. Minor changes such as mailing address may be submitted without application.

A person conducting business in the city without first obtaining a business license or a person operating a business that has been closed for nonrenewal shall be assessed a one hundred percent (100%) penalty on past due fees including any regulatory fees. (City Code 5.04.280: Penalty fees for failure to obtain a license.)

Re-application notices are mailed out on the first of the month in which the license expires. In order to avoid penalty fees, the re-application form and payment must be received in our office prior to the expiration date. We do not accept post marks as timely receipts and cannot be responsible for lost or misdirected mail. Responsibility of renewal is total responsibility of the licensee. Failure to receive notices does not excuse this responsibility.

Murray City requires that a written notice be submitted if a business has moved out of the City or is no longer conducting business. Please note that license fees are non-refundable.

A property owner authorization form completed by the property owner is required to conduct business if the business owner is renting the home/apartment. A copy of this form is available on our City website and must be included with the application at the time it is submitted.

## Application Information

Prior to submitting an application for a business license, please contact the City Planning and Zoning Division (801-270-2420) to verify that your type of business is allowed. All State and local requirements must be met before submitting your application. Please include verification of these requirements with your application.

The average business license processing time is 7 - 10 business days. This time may vary in circumstances where a conditional use, Health Department approval, etc. is needed. Murray City does not offer interim licensing. Please be aware that you must have your business license issued prior to opening/operating. If you are still under construction, or your projected opening date is more than 3 weeks out, please do not turn in your application any sooner than 3 weeks prior to opening.

Fees for licenses vary according to number of employees, vehicles and classifications. Please refer to the fee schedule page included with your application for details. Fees are due at the time of submitting an application. License fees are non-refundable should a license not be approved. Fees are also required for change of address and are not prorated.

Once an application is submitted, approvals and/or inspections are required by Murray City Fire Department, Murray City Zoning Department and Murray City Code Enforcement. Businesses may also need to complete inspections by the Salt Lake County Health Department or other applicable agencies. When all applicable departments have approved the application, a business license will be issued.

## HOME OCCUPATION LICENSING

A home occupation license is required to conduct any permitted business in a residential zone. Home occupations are accessory uses and are subject to specific regulations. Complete regulations may be found in the Murray City Code.

### **17.24.050 Prohibited Uses:**

The following uses by the nature of the investment or operation have a pronounced tendency, once started, to rapidly increase beyond limits permitted for home occupations and thereby impair the use and value of a residentially zoned area for residence purposes. Therefore, the uses specified below shall not be permitted as home occupations regardless of their conformance with the other standards: On site carpentry work including cabinet making or other similar uses which generate noise, dust or fumes; dental offices; electronics repair; major appliance repair (washers, dryers, refrigerators, etc.); medical offices; painting of vehicles; permanent yard sales; photo developing; photo studios; private schools; trailer or boat repair; vehicle sales; limousine or taxi service; sexually oriented businesses; tattooing. The listing of specific prohibited businesses in this section shall not be construed to allow or permit a home occupation business which otherwise violates this chapter. (Ord. 07-30 § 2)

### **17.24.030 License required:**

A home occupation license shall be required to conduct a permitted business in a residence located in residential zones. Home occupations are accessory uses and are subject to the following regulations:

- A. The home occupation business use must be conducted entirely within the main dwelling, except that the outside yard areas may be used for group instruction, residential day care facilities and group education uses.
- B. The home occupation business may be conducted only by persons who are residents of the dwelling unit, except that up to one person not residing in the residence may be engaged, volunteer or be employed by the licensee. The owner of the business must reside in the residence. The planning commission may approve more than one nonresident employee if it finds that the additional employee will not be employed as a driver of a work vehicle kept at the residence, and also finds that the employee's presence in the premises will not otherwise violate the intent of this chapter. Only one nonresident employee, or such additional nonresident employees as approved by the planning commission through approval of a major home occupation, is allowed per residence, regardless of the number of home occupation licenses held by persons residing in the residence.
- C. The business use must be clearly incidental and secondary to the residential use of the dwelling and may not change the residential character of the dwelling. No more than twenty five percent (25%) of the total main or upper floor area, or, in the alternative, no more than fifty percent (50%) of the total floor area of a basement, may be used to conduct a home occupation. Interior alterations to accommodate a home occupation are prohibited if the kitchen, the dining area, all bathrooms, the living room, or a majority of the bedrooms are eliminated. Signs related to the home occupation are prohibited unless otherwise provided in this title. Exterior alterations are prohibited if the alterations change the residential appearance of the dwelling.
- D. Commodities may be produced on the premises in accordance with law. Sale of commodities from shelves or similar display on the premises is not allowed.
- E. Home occupation businesses shall not involve the use of any accessory building or yard space for storage, sale, rental or display of supplies or inventory used in the home occupation.
- F. Group education, group instruction, child care, and instruction of children, other than those residing in the dwelling, are allowed as a home occupation accessory use or as a conditional use only to the extent as allowed in this title.

G. More than one home occupation business license per dwelling unit is allowed; provided, however, that the cumulative effect of such businesses shall not violate the provisions and the intent of this chapter. By way of illustration and not limitation, the conduct of multiple home occupations may not violate the prohibitions against excessive traffic, and the limit on the number of nonresident employees and motor vehicles allowed at a residence. Any or all of the home occupation licenses issued at a residence are subject to suspension or revocation if the cumulative effect of the conduct of those businesses violates this chapter.

H. Home occupation licensees shall comply with all state and local laws, including fire, building, and similar life safety and health codes.

I. The premises of a home occupation may be inspected during reasonable business hours to determine compliance with the provisions of this title.

J. A home occupation business license shall be valid for twelve (12) months after it is issued and may be renewed annually unless the license, or the privilege of renewing that license, has been revoked or suspended due to violations of this title or other laws applicable to the home occupation license. Home occupation business licenses, and major home occupation permits, are personal to the applicant, nontransferable and do not run with the land.

K. One business vehicle used by the licensee in connection with the home occupation may be parked at the premises, subject to the restrictions in this chapter. Other motor vehicles and equipment, and trailers used to transport the same, which are used in connection with the home occupation may not be stored or parked on the premises of the licensee or in any street adjacent to the licensed premises. Under no circumstances may motor vehicles having a gross vehicle weight rating of more than twelve thousand (12,000) pounds and which are used in connection with the home occupation be stored or parked on the premises of a home occupation or any street adjacent to those premises. By way of illustration and not limitation, this subsection is intended to prohibit the storage or parking of business fleet vehicles, such as limousines; service or work vehicles (snowplow/landscape maintenance trucks) and similar vehicles; delivery vehicles; and contractor's equipment and trailers used to transport the same. As provided in subsection B of this section, a nonresident employee may not be allowed to drive any business vehicle parked at the premises as permitted by this subsection as part of that employee's regular work assignment.

L. The traffic generated by a home occupation may not exceed that which would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street according to city regulations. The home occupation shall not involve the use of commercial vehicles having a gross vehicle weight rating of more than twelve thousand (12,000) pounds for delivery of materials to or from the premises.

M. Except as otherwise provided in this title, the community development division and/or code enforcement is authorized to approve home occupation applications in accordance with this title.

N. The home occupation may not be associated with noise, noxious odors, fumes, glare, or other nuisances that may be discernible beyond the premises.

O. The storage or use of flammable, explosive, or other dangerous materials is prohibited.

P. Uses where a client or customer comes to the home shall be subject to the standards for a major home occupation permit.

## **17.24.040 Major Home Occupations:**

- A. The following home occupations, which either require a client to come to the home or which may result in neighborhood impacts if not properly managed, may be authorized as an accessory use through a major home occupation permit pursuant to the standards specified in this section: Barbers, cosmetologists, manicurists; consultant services; counseling; home instruction including musical instruments, voice, dance, acting and educational subjects, swimming, tennis and other athletic instruction; contractor, “handyperson”, and landscape or yard maintenance contractor; subject to the special conditions that no construction materials or equipment will be stored on the premises; other similar personal or professional services where the client comes to the home.
- B. Uses classified as major home occupations must comply with the standards of Section 17.24.030 above, which shall be considered minimum standards. The Director or Planning Commission may require additional conditions to mitigate impacts of the use on adjacent properties. These conditions may include but are not limited to: limits of hours of operation; limits on numbers of clients per day/hour; provision of adequate off-street parking; other conditions related to mitigating adverse impacts resulting from the use.
- C. Major Home Occupation Permit: Applications for a major home occupation permit shall include all of the information required for a home occupation business license, and the following information:
  - 1. Names, signatures and addresses of all abutting and adjacent property owners, including property owners across the street(s).
  - 2. Approval of the property management or property owner shall be required if the business is conducted on a leased property.
  - 3. Notice to Neighboring Property Owners: Signatures of approval of all abutting and adjacent property owners on a form provided by the Community and Economic Development Division.
    - a. If all of the required signatures cannot be obtained, the applicant may request the application be referred to the planning commission to be considered as a major home occupation.
    - b. If all of the required signatures are obtained, the Director or designee will approve, approve with conditions, or refer the application to the planning commission to be considered as a major home occupation.
    - c. Notification of Decision: Within ten (10) working days of the Director’s decision, a letter shall be sent notifying the applicant of the decision.

## BUSINESS LICENSE APPLICATION CHECKLIST

The following must be included with your application at the time it is submitted. We cannot accept applications until all State and local requirements are met. A list of State agencies with addresses and phone #'s are included with your application (New Business Compliance Information).

- \_\_\_ Owner/Corporate Officer List (Corporations, LLC & Partnerships)
- \_\_\_ Federal Tax ID/EIN # (Sole proprietors, with no employees can use their social security number in lieu of an EIN #)
- \_\_\_ Sales Tax Account # (All businesses responsible for collection of sales & use tax.) Sales tax account must list Murray business address as an outlet)
- \_\_\_ Utah Department of Commerce Articles of Incorporation
- \_\_\_ State License if applicable, from the Utah Division of Occupational and Professional Licensing - DOPL
- \_\_\_ Property Owner Authorization Form (Only required if business owner is renting the home/apartment)
  
- \_\_\_ Bond (Murray Municipal Code 5.04.230) An applicant engaged in the following business activities, must also provide Murray City with an original bond in the amount indicated indemnifying the city against personal injury or property damage. Bond needs to show Murray City Corporation as the obligee.
  - Auctioneers, Auction Houses \$1000.00
  - Pawnbrokers; secondhand dealers; secondhand precious metal dealers \$5,000.00
  - Security systems and equipment; alarm sales/installation \$5,000.00
  - Excavation in right of way \$5,000.00 minimum
  - Sexually oriented business \$2,000.00
  - Locksmith \$1,000.00
  - Firearms Dealer, Gunsmith \$2,000.00
  - Massage Establishment (not owned by massage therapist) \$1,000.00
  - Moving and Storage \$1,000.00
  - Cable; other home installation \$1,000.00

\*Surety bonds are obtained through various insurance agencies. Please check with your insurance company for additional information.

- \_\_\_ Background investigation (Murray City Municipal Code 5.04.260) A background check and personal data sheet is required on each owner, officer and manager for the following list of business classifications.
  - Pawnbrokers, secondhand dealers, swap meets, flea markets
  - Private investigators and detectives
  - Gun Shops
  - Coupon book sales
  - Beer/Alcohol sales (retail stores, lounges, taverns, fairgrounds, 1 day gatherings, cabarets, private clubs, restaurants)
  - Sexually oriented businesses
  - Coin dealers
  - Massage establishments (including owner, operator, manager, managing employee or any other employee who is not, and who is not required to be, licensed by the state division of occupational and professional licensing as a massage therapist or apprentice).
  - Arcades
  - Establishments which restrict admittance based solely on age

\*Background investigations (FBI checks) can be obtained through BCI, 801-965-4445, 3888 W 5400 S, West Valley City, Utah

## **NEW BUSINESS COMPLIANCE INFORMATION**

NOTE: This list may not be complete, depending upon your business type, in some cases some or none may apply. Please contact the agencies listed for help in deciding which items will apply to your specific business situation. It is the responsibility of the owner/manager to seek out any other governmental agencies involved in the regulations of their business. Please keep in mind that this is a guideline only.

### **STATE TAX INFORMATION**

For information related to Income Tax, State Sales Tax, Use Taxes and other applicable state taxes, contact the State Tax Commission.

210 N. 1950 W., Salt Lake City, Utah 84134  
Phone: 801-297-2200

### **FEDERAL EMPLOYER'S TAX ID NUMBER & FEDERAL TAX INFORMATION**

Contact the IRS for information related to income, excise, self employment, tip credits and other federal taxes. Every person who pays wages to one or more employees, or is required to file federal reports, must apply for a tax number. The IRS also provides a business tax kit and tax seminar for businesses. The seminar will provide you with basic instructions and forms. Sole proprietors, with no employees, may use their social security number in lieu of an EIN number. If you have questions, please contact the IRS.

50 S. 200 E., Salt Lake City, Utah 84111  
Phone: 1-800-829-1040

### **REGISTRATION OF A BUSINESS NAME / CORPORATIONS**

All persons or partnerships doing business in Utah under an assumed business name must register with the Secretary of State. Corporations, LLC's, etc. must file articles and name registration. (Exceptions: Federally Chartered Banks, Sovereign Nations, & Insurance Agents)

Department of Commerce: Heber M. Wells Building  
160 E. 300 S. Salt Lake City, Utah 84111  
Phone: 801-530-4849  
Cost: Corp. Filing Fee \$52.00 Registration of Name: \$22.00

### **STATE BUSINESS LICENSING**

Under certain circumstances, a special state business license may be required for your business. Consult with the Utah Division of Occupational and Professional Licensing for more information. A state license does not exempt the business from obtaining a local business license.

Heber M. Wells Bldg.  
160 E. 300 S., Salt Lake City, Utah 84111  
Phone: 801-530-6628

### **FOR VEHICLE LICENSES, i.e.: DEALERS, AUTO BODY WORK, ETC. CONTACT THE UTAH STATE DIVISION OF MOTOR VEHICLE ENFORCEMENT.**

210 N. 1950 W., Salt Lake City, Utah 84134  
Phone: 801-297-2600

### **SALT LAKE COUNTY HEALTH DEPARTMENT**

Salt Lake County Health Department has requirements for newly licensed and permitted establishments such as: Cosmetology, Day Cares, Massage, Tanning facilities, Hotels/Motels, Restaurants and other food and drink establishments. (Ownership changes are considered newly licensed & are required to be approved prior to beginning or continuing business). Please contact the Health Department for information.

788 E. Wood Oak Lane, Murray Utah 84107  
Phone: Food Protection: 385-468-3845 (Restaurants, Bars, Food Services)  
All Other Departments: 385-468-3835 (All Other Issues: Sanitation, Salons, Etc.)  
Prepackaged Consumption Items: Contact the Dept. of Agriculture: 801-538-7124

## **SAFETY REGULATIONS**

Contact the Utah Labor Commission, Division of Occupational Safety and Health (Utah OSHA):

Heber M. Wells Building  
160 E. 300 S. 3<sup>rd</sup> Floor, Salt Lake City, Utah 84111  
Phone: 801-530-6901 or 1-800-530-5090  
[www.laborcommission.utah.gov](http://www.laborcommission.utah.gov)

## **PROPERTY TAXES**

Property taxes are levied on land, buildings & equipment used in a business. Please contact the Salt Lake County Treasurer for information:

2100 S. State Street, Salt Lake City, Utah 84190  
Phone: 801-468-3050

## **UNEMPLOYMENT INSURANCE**

Unemployment insurance, both state & federal, is generally required in firms with one or more employees. For information, contact the Department of Workforce Services - DWS.

140 East 300 South, Salt Lake City, Utah 84145  
Phone: 1-800-222-2857

## **WORKERS COMPENSATION INSURANCE**

Workers compensation insurance is required of all employers. This insurance may be obtained from private companies or the Worker's Compensation Fund. For information, contact The Utah Labor Commission, Division of Industrial Accidents. Businesses without employees may be required to complete an exclusion policy or worker's compensation waiver. For more information:

Heber M. Wells Bldg.  
160 East 300 South 3<sup>rd</sup> Floor, Salt Lake City, Utah 84111  
Phone: 801-530-6901 or 1-800-530-5090  
[www.laborcommission.utah.gov](http://www.laborcommission.utah.gov)

## **MINIMUM WAGE LAW**

Many businesses are subject to federal minimum wage, overtime and child labor law regulations. For information, contact the U.S. Department of Labor, Wage & Hour Division:

Salt Lake City District Office  
Eagle Gate Plaza & Tower  
60 East South Temple Street, Suite 575  
Salt Lake City, Utah 84111-1016  
Phone: 801-524-5706 or 1-866-4-USWAGE (1-866-487-9243)

For businesses not under federal jurisdiction, please contact the Utah Labor Commission – Wage Claim Unit:

Heber M. Wells Bldg.  
160 East 300 South 3<sup>rd</sup> Floor, Salt Lake City, Utah 84111  
Phone: 801-530-6901 or 1-800-530-5090  
[www.laborcommission.utah.gov](http://www.laborcommission.utah.gov)

## **ADDITIONAL RELATED PHONE NUMBERS:**

Better Business Bureau	801-892-6009
Bureau of Child Care Licensing	801-538-9288
Division of Consumer Protection	801-530-6601
Department of Motor Vehicles	801-297-2600
DABC (Alcohol Licensing)	801-977-6800
BCI (Background Investigations)	801-965-4445    3888 W 5400 S, West Valley City, Utah (FBI check)
Insurance Division	801-538-3800



# HOME BUSINESS LICENSE APPLICATION

Murray City Corporation  
4646 S 500 W  
Murray, Utah 84123  
(801) 270-2420

## FOR OFFICE USE ONLY

☐ New Account ☐ New Address

☐ New Owner ☐ Update Only

Control # \_\_\_\_\_

Ownership: Corporation \_\_\_\_ LLC \_\_\_\_ Partnership \_\_\_\_ Sole Proprietor \_\_\_\_

\*Corporations, LLC & Partnerships must provide a current list of Corporate Officers, Partners, Members and Directors.

Any remodeling or new construction at this location? Yes \_\_\_\_ No \_\_\_\_

Federal Tax ID # \_\_\_\_\_

Utah Sales Tax # \_\_\_\_\_

State Professional License # & Type (if applicable) \_\_\_\_\_

Business Name \_\_\_\_\_ Currently operating at this location? Yes \_\_\_\_ No \_\_\_\_ If no, what is your projected opening date? \_\_\_\_\_

DBA Name \_\_\_\_\_

Business Address (Physical, no PO Box) \_\_\_\_\_ Apt/Unit No. \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing address (if different from above) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_

Detailed Description of Business \_\_\_\_\_

OWNER INFORMATION: Use owner/officer sheet to list additional owners/officers/partners if applicable.

Owner (Owner's name or corporation name if corporation owned)

Owner's Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Owner's Birth Date \_\_\_\_\_ Email \_\_\_\_\_

Owner's Home Phone \_\_\_\_\_ Phone (other) \_\_\_\_\_

Drivers License No. \_\_\_\_\_ State \_\_\_\_\_

Base Fee: (\$100.00 or \$50.00 with affidavit and annual gross revenue of less than \$10,000 ) \$ \_\_\_\_\_

Regulatory Fees: type \_\_\_\_\_ \$ \_\_\_\_\_

Number of Employees: \_\_\_\_\_ @ \$6.00 per employee \$ \_\_\_\_\_

Number of Vehicles: \_\_\_\_\_ @ \$10.00 per vehicle \$ \_\_\_\_\_

Rental Units: residential \_\_\_\_\_ @ \$6.00 per unit \$ \_\_\_\_\_

commercial \_\_\_\_\_ @ \$2.00 per unit \$ \_\_\_\_\_

Additional fees if applicable (type) \_\_\_\_\_ \$ \_\_\_\_\_

\*\*Fees are non-refundable should license not be approved Total fees due: \$ \_\_\_\_\_

I am aware that this application does not authorize conducting business until approved by Murray City Corporation and a business license has been issued. By signing below, I swear that the foregoing information is true and correct and is in accordance with Murray City Ordinances. Responsibility of changes and renewal is total responsibility of licensee. Failure to receive notices does not excuse this responsibility. License will be valid only for the Licensee, business name, address & activity as listed above.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



## MURRAY CITY BUSINESS LICENSING FEE SCHEDULE

**Base License Fee:** All home occupations are subject to a base license fee of one hundred dollars (\$100.00) plus six dollars (\$6.00) per employee and ten dollars (\$10.00) for each vehicle used in conjunction with your business.

Home occupations with annual gross revenue of less than \$10,000.00 may file an annual affidavit for a \$50.00 exemption to the base fee. This affidavit will need to be filed annually with the re-application form.

**5.04.280: PENALTY FEES FOR FAILURE TO OBTAIN A LICENSE:** A person conducting business in the city without first obtaining a business license or a person operating a business that has been closed for nonrenewal shall be assessed a one hundred percent (100%) penalty on past due fees including any regulatory fees.

**Business License Regulatory Fees:** The following regulatory fees are assessed in addition to all the base business license fees:

Alcohol - Off Premise Beer Retailer	\$200.00	Day Care – Commercial	\$150.00
Alcohol – On Premise Restaurant, Private Club, Tavern Beer	\$500.00	Day Care – Home Occupation	\$175.00
		Inspection only for non-licensed or exempted	\$ 50.00
Alcohol – Special Event Alcohol/Beer	\$100.00	Tobacco Retailer	\$200.00
Auto Body Repair and/or Paint Hazardous Mat.	\$350.00	Mobile Painting Hazardous Material	\$350.00
Beauty Salon, Barber Shop, Personal Care	\$100.00	Spa/Massage	\$100.00
Convalescent Home, Group Homes, Rehabilitation Facility	\$250.00	Hazardous Materials, Hazardous Materials Hospital	\$350.00
Gasoline/Propane Dispensing Hazardous Mat.	\$350.00	Auto Towing/Wrecking	\$150.00
Hotel/Motel	\$250.00	Tattoo Parlor	\$250.00
Pawn Broker	\$200.00	Second Hand Dealer	\$100.00
Storage Unit Facility	\$150.00	Amusement Device	\$150.00
Sexually Oriented Business	\$500.00	Fireworks Indoor/Outdoor, Christmas Tree Sales	\$160.00

This listing may not be all inclusive. Fees for additional inspections, investigations, etc., may not be listed.

OWNERS, OFFICERS AND MEMBERS INFORMATION LIST  
MURRAY CITY CORPORATION  
(BUSINESS LICENSE APPLICATION)

Please supply us with information on all Owners, Officers and Members associated with your business or include a preprinted list from your corporation.

Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Drivers License No. State:	
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Drivers License No. State:	
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Drivers License No. State:	
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Drivers License No. State:	
Name:		Title
Home address:	Apt/Suite #	Birth Date:
City:	State:	Zip Code:
Phone:	Drivers License No. State:	